

[LTO MEMORANDUM CIRCULAR NO. VPT-2010-1387, August 13, 2010]

SUPPLEMENTAL TO MEMORANDUM CIRCULAR NO. ACL-2009-1259 "AMENDMENT TO AND CLARIFICATION ON THE POLICIES ON DEPUTATION OF LAW ENFORCERS"

The following shall serve as supplemental guidelines to the MC No. ACL-2009-1259:

a. The Central Office Deputation Committee, headed by the Director of the Law Enforcement Service, is directed and tasked to ensure the nationwide strict implementation of these guidelines.

b. The Regional Director, who had been delegated the authority to deputize enforcers within their office's jurisdiction, is hereby directed to create a regional level Deputation Committee to be headed by the Assistant Regional Director.

c. The Regional Director of the National Capital Region is only authorized to deputize LTO organic personnel as enforcers. Applicants from DENR, DPWH, SLEX, NLEX, SKYWAY, NAIA, SCTEX, PNP, HPG and other Non-LTO but government personnel shall be processed by the Central Office Deputation Committee for signature of the Assistant Secretary.

d. The Deputation Committee of each region and at the Central Office must ensure that the following are submitted by the applicants (for new and for renewal) and, consequently, have them filed.

1. Fully filled up and signed Application Form (Depcom Form 1)
2. Two (2) pieces 2x2 pictures taken within the last thirty (30) days (not the computer generated print-out nor a photocopy of the picture)
3. Certification of employment in Government service issued by the Personnel Section or Administrative Division
4. Certification of work assignment on traffic law enforcement issued by the Operations Division.
5. Certification that the said applicant has No Pending Case issued by the Personnel Section, the Administration Division, or the Head of Office.
6. Endorsement Letter signed by the Head of Office recommending the applicant(s)

e. The Deputation Committee of each region shall have the following tasks:

1. Receives, acknowledges, docket, processes and files the submitted documents.
2. Ensures that the recommended applicants for deputation are only those with complete Mandatory Requirements and endorsed by the Head of Office, and, consequently their names are on the endorsement list.
3. Pertinent data are filled up on the Checklist Form (Depcom Form 2 for the Regions or Depcom Form 3 for the Central Office), and the same is

duly signed by the recommending Head of Office.

4. Prepares the Endorsement letter of, and, ensures that the same is signed by the LTO Assistant Regional Director or, in his absence, by the Vice-Chairman of the Subcommittee.

5. Prepares the draft of the Deputation Order with the accompanying encoded Checklist Form

6. Forward documents to the Regional Director for final evaluation and for signature.

7. Ensures that the final documents, Checklist Forms and the Deputation Orders, are duly signed (initials of the Regional Deputation Committee Chairman and the signature of the Regional Director are reflected on the Deputation Order) and, the Deputation Order is duly sealed.

8. Ensures that the duly signed Deputation Orders are sent to the deputized agents through their respective Heads of Office.

9. Prepares all documents, whichever is pertinent, to be submitted to the Office of the Assistant Secretary through the Central Office Deputation Committee, to wit:

i. Report Letter summarizing the number of persons deputized in the region

ii. Duly filled-up and signed Checklist Form (2 or 3)

iii. Photocopies of the Deputation Orders issued

iv. The monthly report of updates, as stipulated in the MC No. ACL 2009-1259

on issued Deputation Orders, Master List of deputized agents

on those revoked, cancelled or withdrawn

on ID cards inventory

f. The Central Office DEPUTATION COMMITTEE is created, to assist the Office of the Assistant Secretary, with the following defined nature and functions:

I. NATURE

Description	Purpose of Existence
A consultative and recommendatory body under the Assistant Secretary concerned with the promotion, recruitment, training, monitoring and evaluation of the deputized agents	To assist the Assistant Secretary in sustaining a professionalized, systematic and effective deputized agents.

II. COMPOSITION

The Head or Representatives of Pertinent Offices	Basis for being represented in the Deputation Committee
LES Director	since the very nature and scope of work is nationwide and connected with enforcement, besides, complaints relative the enforcers are usually sent to the LES-Director, hence, LES Director must have the